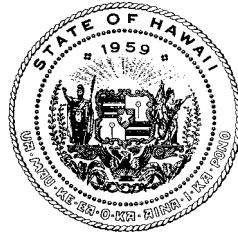


RFP No.: DOH-04-01



**State of Hawaii
Department of Health**

**General Medical Care Services for the Outpatients and
Inpatients of the Kalaupapa Care Home**

RFP No.: DOH-04-01



STATE OF HAWAII
DEPARTMENT OF HEALTH
HANSEN'S DISEASE BRANCH
3650 MAUNALEI AVENUE
SINCLAIR BUILDING, ROOM 210
HONOLULU, HAWAII 96816

June 8, 2004

REQUEST FOR PROPOSALS

GENERAL MEDICAL SERVICES FOR THE OUTPATIENTS AND INPATIENTS OF THE KALAUPAPA CARE HOME RFP No. DOH-04-01

The Department of Health, Communicable Disease Division, Hansen's Disease Branch, is requesting proposals from qualified applicants to provide general medical services for the outpatients and inpatients of the Kalaupapa Care Home. Services may include, but are not limited to physicals, urgent care, general internal medicine clinics, supervision of case management of patients, and coordination of patient care issues. The contract term will be from November 1, 2004 through June 30, 2006 with the possibility of two (2) additional twenty-four (24) month extensions pending availability of funds.

Proposals must be postmarked by U.S. mail before midnight on June 29, 2004 or hand delivered by 3:30 p.m., Hawaii Standard Time at the drop off site that is designated on the following page.

Proposals postmarked after midnight on June 29, 2004 or hand delivered after 3:30 p.m. H.S.T. on June 29, 2004 will not be considered and will be returned to the applicant. There are no exceptions to this requirement.

The Hansen's Disease Branch will conduct an orientation on June 15, 2004 from 9:00 a.m. to 10:00 noon H.S.T., at 3650 Maunalei Avenue, Sinclair Building, Room 210, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 3:30 p.m. H.S.T. on June 21, 2004. All written questions will receive a written response from the State on or about June 23, 2004.

Inquiries regarding this RFP should be directed to the RFP Contact Person, Mr. Baron Chan at 3650 Maunalei Avenue, Sinclair Building, Room 210, Honolulu, Hawaii, 96816, or may be made by telephone to (808) 733-9831.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**ALL MAIL-INS MUST BE POSTMARKED BY USPS BEFORE
12:00 MIDNIGHT, FRIDAY JUNE 29, 2004**

<p>ONE ORIGINAL AND TWO COPIES OF THE PROPOSAL ARE REQUIRED.</p>

All Mail-ins

Hansen's Disease Branch
3650 Maunalei Avenue
Sinclair Building, Room 210
Honolulu, Hawaii 96816

DOH RFP COORDINATOR

Baron Chan
3650 Maunalei Avenue
Sinclair Building, Room 210
Honolulu, Hawaii 96816
Phone: (808) 733-9831 Fax: (808) 733-9836

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE
FOLLOWING SITE UNTIL 3:30 P.M., JUNE 29, 2004.**

Drop-off Site

Hansen's Disease Branch
3650 Maunalei Avenue
Sinclair Building, Room 210
Honolulu, Hawaii 96816

**BE ADVISED: All mail-ins postmarked USPS after 12:00 midnight, June 29, 2004, will not
be accepted for review and will be returned.**

Hand deliveries will not be accepted after 3:30 p.m., June 29, 2004.

**Deliveries by private mail services such as Fedex shall be considered hand
deliveries and will not be accepted if received after 3:30 p.m.,
June 29, 2004.**

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Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes, Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, POS Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Mr. Baron Chan
 State Department of Health, Hansen's Disease Branch
 3650 Maunalei Avenue, Sinclair Building Room 210
 Honolulu, Hawaii 96816
 Phone: (808) 733-9831 Fax: (808) 733-9836

IV. Procurement Timetable

<i>Activity</i>	<i>Scheduled Date</i>
Public notice announcing RFP	June 8, 2004
Distribution of RFP	June 8, 2004
RFP orientation session	June 15, 2004
Closing date for submission of written questions for written responses	June 21, 2004
State purchasing agency's response to applicants' written questions	June 23, 2004
Discussions with applicant prior to proposal submittal deadline (optional)	
Proposal submittal deadline	June 29, 2004
Discussions with applicant after proposal submittal deadline (optional)	
Final revised proposals (optional)	
Proposal evaluation period	July 2-9, 2004
Provider selection and award	July 9, 2004
Notice of statement of findings and decisions	July 12, 2004
Contract start date	November 1, 2004

V. Orientation

An orientation for applicants in reference to the request for proposals will be held on June 15, 2004 from 9:00 a.m. to 10:00 a.m. at the Hansen's Disease Branch Administrative Office at Leahi Hospital. Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted and spontaneous answers provided at the orientation at the state purchasing agency's discretion. Verbal answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions) in order to generate a written state purchasing agency response.

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. The deadline for submission of written questions is 3:30 p.m. H.S.T., on June 21, 2004. All written questions will receive a written response from the state purchasing agency. State purchasing agency responses to applicant written questions will be sent by June 23, 2004.

VII. Submission of Proposals

Proposals must contain all components. Please refer to the Competitive POS Application Checklist (Section 5, Attachment A) for information on: 1) where to obtain the forms/instructions; 2) additional program specific requirements; and 3) the order in which all components of the application should be assembled and submitted to the state purchasing agency. Proposals must contain the following components:

- (1) ***POS Proposal Application (Form SPO-H-200A), including Title Page (Form SPO-H-200) and Table of Contents*** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the POS Proposal Application Instructions, including a cost proposal/budget. (Refer to Section 3 of this RFP.)
- (2) ***Competitive POS Application Check List*** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; and the order in which all components should be assembled and submitted to the state purchasing agency.
- (3) ***Registration Form (SPO-H-100A)*** – If applicant is not pre-registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their pre-registration status, they may check the State Procurement Office website at:

<http://www.spo.hawaii.gov>
Click on *Procurement of Health and Human Services*
Click on *Provider Lists...The Registered List of Private Providers for Use with the Competitive Method of Procurement*
or call the purchasing agency at 733-9831 or the State Procurement Office at 587-4706.
- (4) ***Certifications*** - Federal and/or State certifications, as applicable.
- (5) ***Program Specific Requirements*** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the POS Proposal Application, as applicable.

Multiple or alternate proposals shall **not** be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are **not** accepted and an applicant submits alternate proposals but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

One original and two copies of the proposal are required. Proposals must be postmarked or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected.

VIII. Discussions with Applicants Prior to, or After Proposal Submittal Deadline

Discussions may be conducted with applicants who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with the administrative rules.

IX. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

X. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XI. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time will be rejected. If a final revised proposal is not submitted, the previous submittal will be construed as their best and final offer/proposal. *Only the section(s) of the proposal that are amended shall be submitted by the applicant, along with the POS Proposal Application Title Page (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIII. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XIV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XV. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201)
- (2) Rejection for inadequate accounting system. (Section 3-141-202)
- (3) Late proposals (Section 3-143-603)
- (4) Inadequate response to request for proposals (Section 3-143-609)
- (5) Proposal not responsive (Section 3-143-610 (1))
- (6) Applicant not responsible (Section 3-143-610 (2))

XVI. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped and, when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XVII. Notice of Award

A Notice of Award containing a statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

XVIII. Protests

Any applicant may file a protest (using a prescribed form provided by the administrator of the State Procurement Office available on the State Procurement Office Website whose address is on the Competitive POS Application Checklist located in the Attachments section of this RFP) against the awarding of the contract as long as an original and two copies of the protest is served upon the head of the state purchasing agency that conducted the protested procurement, and the procurement officer who handled the protested procurement, by United States mail, or by hand-delivery. A Notice of Protest regarding an award of contract and related matters that arise in connection with a procurement made under a competitive purchase of services shall be served within five working days of the postmark of the notice of findings and decision sent to the protester. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the POS Proposal Checklist in Section 5 of this RFP). Only the following matters may be protested:

- (1) a state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) a state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) a state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Chiyome Leinaala Fukino, M.D.	Name: Valerie Ako
Title: Director of Health	Title: Chief, Administrative Services Office
Mailing Address: P.O. Box 3378, Honolulu, HI 96813	Mailing Address: P.O. Box 3378, Honolulu, HI 96801
Business Address: 1250 Punchbowl St. Honolulu, HI 96813	Business Address: 1250 Punchbowl St. Honolulu, HI 96813

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of State and/or Federal funds.

XX. Criteria by Which the Performance of the Contract Will be Monitored and Evaluated

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website (see the POS Proposal Application Checklist in Section 5 of this RFP for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO Website (see the POS Proposal Application Checklist in Section 5 of this RFP). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

I. Introduction

A. Background

The State of Hawaii Department of Health Hansen's Disease Branch is responsible for the provision of health care services for the population of patients, primarily of Hawaiian ancestry, residing at Kalaupapa. The Kalaupapa Care Home has approximately 38 elderly previously institutionalized Hansen's disease patients. The patients in Kalaupapa remain there at their own choice and do so as long as they choose to in accordance with State Statutes. Many of the health problems encountered by the Kalaupapa patients are the results of a rapidly aging population (average age = 73) and disabilities due to Hansen's disease.

B. Purpose or Need

The Hansen's Disease Branch is responsible for the provision of medical services for the patients of Kalaupapa. A physician is needed to provide general medical services two days a week for the outpatients and inpatients of the Kalaupapa Care Home. Services include, but are not limited to patient physicals, urgent care, general internal medicine clinics, case management of patients, coordination of patient care, and phone consultative services to the nursing staff.

A physician is also needed to provide on-site medical services to outpatients and inpatients of Hale Mohalu Hospital ("HMH") on an as needed basis when the HMH physician is on leave or unable to provide medical care services (approximately thirty (30) days per year, approximately four (4) hours per day).

C. Description of the goals of the service

To provide regular physician visits to the patients of the Kalaupapa Care Home on the island of Molokai and physician coverage for the Hale Mohalu Hospital physician on an as needed basis.

D. Description of the target population to be served

The target population is the Hansen's disease patients at Kalaupapa, Molokai and Hale Mohalu Hospital on Oahu.

E. Geographic coverage of service

Kalaupapa, Molokai and Kaimuki, Oahu.

F. Probable funding amounts, source, and period of availability

There is a high probability for continued funding throughout the contracted period. The contract will be funded through State funds.

II. General Requirements**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1//98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).

Throughout the contract period, the Contractor shall obtain and maintain the following licenses: Current license to practice medicine in the State of Hawaii, Federal DEA number, State of Hawaii Certificate of Registration for Controlled Substances, admitting privileges to at least one hospital in the State of Hawaii, board certified in Internal Medicine, Family Medicine, or Geriatrics, proficient in the English language.

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)**C. Multiple or alternate proposals**
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for Multiple awards: Multiple awards will be made if a single provider is unable to perform 100% of the required duties. Selection will be based on applicant's experience in working with the elderly and native Hawaiian population, and cost.

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs.)

☒ Multi-term (> 2 yrs.)

Contract terms: Initial term to run from November 1, 2004 through June 30, 2006 with the possibility of two (2) additional twenty-four (24) month extensions pending availability of funds.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Mr. Baron Chan
3650 Maunalei Avenue
Sinclair Building, Room 210
Honolulu, HI 96816
(808) 733-9831

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

The contractor will provide on-site medical care services to outpatients and inpatients of the Kalaupapa Care Home ("KCH") two (2) days per week. The contractor will be on-site approximately seven (7) hours on each of these days. One day shall be designated for physicals and urgent care during which the contractor will see an average of seven (7) patients. The other day shall be designated as a general internal medicine clinic during which the physician shall see an average of sixteen (16) patients. For clinics that fall on State holidays, the physician shall confirm patient needs with the nursing staff and cancel or reschedule clinics as appropriate.

The contractor will provide and supervise on-site case management of KCH patients including writing referrals to sub-specialists, coordinate care issues with other healthcare facilities, maintain confidential medical records for each patient in the KCH chart on-site, assist the nursing supervisor in maintaining KCH pharmacy stock (review standing orders and new medication orders), and provide

approximately one (1) hour of telephone consultative services per week to the nursing staff for established patient care issues.

The contractor will provide on-site medical care services to outpatients and inpatients of Hale Mohalu Hospital (“HMH”) on an as-needed basis when the HMH physician is on leave or unable to provide medical care services. The contractor will be on-site at HMH approximately four (4) hours per day for a total of approximately thirty (30) days per year.

In addition to the time spent on site at HMH the contractor will provide stand-by/on-call services for both KCH and HMH while covering for the HMH Physician.

B. Management Requirements (Minimum and/or mandatory requirements)

1) Personnel

At the time of the proposal submission and throughout the contract period, the contractor must be fully licensed to practice medicine in the State of Hawaii and Board certified in Internal Medicine or Family Medicine, have admitting privileges to at least one (1) hospital in the State of Hawaii, and possess a current Federal Drug Enforcement Agency number and a current State of Hawaii Certificate of Registration for Controlled Substances.

The contractor shall be proficient in the English language and have the ability to effectively communicate orally and in writing with a broad range of people. Due to the number of elderly Hawaiian patients being served, a physician who speaks the Hawaiian language would be preferred.

2) Administrative

Not applicable.

3) Quality assurance and evaluation specifications

As required under licensure to practice medicine in Hawaii.

4) Output and performance/outcome measurements

Not applicable.

5) Reporting requirements for program and fiscal data

For patient medical examination, the contractor shall provide written entry for the patient’s medical record describing all pertinent examination information.

6) Pricing structure or pricing methodology to be used

The contractor will be compensated based on hours of service required and rendered.

7) Units of service and unit rate

The unit of service will be one hour of service rendered. The unit rate will be the hourly rate of compensation which the contractor shall list in the proposal.

Section 3

POS Proposal Application Instructions

General instructions for completing applications:

- POS Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.
- The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.
- Page numbering of the POS Proposal Application should be consecutive, beginning with page one and continuing through the complete proposal.
- Proposals may be submitted in a three ring binder (Optional).
- Tabbing of sections (Recommended).
- Applicants must also include a Table of Contents with the POS Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.
- A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.
- Applicants are encouraged to take Section 4, Proposal Evaluation, into consideration when completing the proposal.
- This form (SPO-H-200A) is available on the SPO Website (for the website address see the Competitive POS Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.

The POS Proposal Application comprises the following sections:

- Title Page
- Table of Contents
- Background and Summary
- Experience and Capability
- Personnel: Project Organization and Staffing
- Service Delivery
- Financial
- Other

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicants' organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.

II. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services.

B. Quality Assurance and Evaluation

Not applicable.

C. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

D. Facilities

Not applicable.

III. Personnel: Project Organization and Staffing

A. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

B. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable).

C. Supervision and Training

Not applicable.

D. Organization Chart

Not applicable.

IV. Service Delivery

The Service Delivery Section shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

V. Financial

A. Pricing Structure

Applicants shall submit a cost proposal utilizing the pricing structure designated by the State. The cost proposal shall be attached to the POS Proposal Application.

Pricing structure shall be based on a negotiated unit of service rate. The applicant and the State shall negotiate the price per unit rate based on the total operating costs to provide the contracted services at a specific capacity and divide by the total number of units of service the contractor can produce at that capacity.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Section 4 Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of POS Proposal Application
- Phase 3 - Recommendation for Award

A. Evaluation Categories and Threshold

<u>Evaluation Categories</u>		<u>Possible Points</u>
Mandatory Requirements		Pass or Rejected
<i>POS Proposal Application</i>		100 Points
Background and Summary	10 points	
Experience and Capability	40 points	
Personnel: Project Organization and Staffing	10 points	
Service Delivery	15 points	
Financial	25 Points	
TOTAL POSSIBLE POINTS		100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

(1) *Administrative Requirements*

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Certifications

(2) *POS Proposal Application Requirements*

- POS Application Title Page (Form SPO-H-200)
- Table of Contents
- Background and Summary
- Experience and Capability
- Personnel: Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of POS Proposal Application (100 Points)

(1) *Background and Summary (10 Points)*

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

(2) *Experience and Capability (40 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.
- Demonstrated capability to coordinate services with other agencies and resources in the community.

(3) *Personnel: Program Organization and Staffing (10 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Minimum qualifications (including experience) for staff assigned to the program.

(4) *Service Delivery (15 Points)*

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

(5) *Financial (25 Points)*

Pricing structure based on negotiated unit of service rate.

The State will evaluate the competitiveness and reasonableness of each applicant's proposed unit of service rate.

IV. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

Attachment

Document

- | | |
|---|-----------------------------------------------------|
| A | Competitive POS Application Checklist |
| B | POS Proposal Application - Sample Table of Contents |
| C | Work plan Form |

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the POS Proposal Application. *SPO-H Forms are located on the web at <http://www.spo.hawaii.gov> Click on *Procurement of Health and Human Services* and then on *Procurement Forms & Instruction for Private Agencies*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
1. POS Proposal Application Title Page (SPO-H-200)	Section 1, RFP	SPO Website*	X	
2. Competitive POS Application Checklist	Section 1, RFP	Attachment A	X	
3. Table of Contents	Section 5, RFP	Section 5, RFP	X	
4. POS Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
5. Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Pre-Registered)	
6. Tax Clearance Certificate (Form A-6)	Section 1, RFP	SPO Website*		
7. Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website*		
SPO-H-205B	Section 3, RFP	SPO Website*		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
8. Federal Certifications	Section 1, RFP	Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace Requirements		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
9.				
10.				

Authorized Signature

Date

Sample

POS Proposal Application Table of Contents

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	1.	
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	1.	
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	1.	
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POS Proposal Application

I. Background and Summary

II. Experience and Capability

A. Necessary Skills and Experience

B. Quality Assurance and Evaluation

Not applicable

C. Coordination of Services

D. Facilities

Not applicable.

III. Personnel: Project Organization and Staffing

A. Proposed Staffing

B. Staff Qualifications

C. Supervision and Training

Not applicable.

D. Organization Chart

Not applicable

IV. Service Delivery

V. Financial

A. Pricing Structure

VI. Other

A. Litigation